

Office Memorandum ~~CONFIDENTIAL~~ UNITED STATES GOVERNMENT

DATE: 10 February 1955

SUBJECT: Weekly Activity Report No. 6

## II. OTHER ITEMS:

The new OTR Table of Organization has been approved by the Office of Personnel, effective 3 February 1955. It should be emphasized that this affects only the organizational structure of the Office of Training. Final approval of positions recommended for up-grading will depend upon the classification survey now in progress. The re-slotting of personnel into the new T/O and the reallocation of funds to conform to the new allotment structure is presently in the process of being accomplished by the Personnel Officer and the Budget-Finance Officer, OTR.

The Insurance and Claims Branch, Office of Personnel, have advised that there will not be another membership drive for GEHA-Health Insurance. Hence, anyone desiring to obtain this coverage may apply but will be required to furnish a statement of physical condition. Forms for such application may be obtained from I&CB/OP or from BFO/TR.

1. Relocation of existing shelving in OTR Library, Room 208A, R&S Building, was accomplished subsequent to the completion of alterations. Since this area was enlarged, procurement of additional shelving will be necessary. The necessary procurement action has been initiated.

2. The classrooms of the Management Training Course have been re-located from Rooms 149 and 151 to Rooms 155 and 166, Building [ ]

3. Offices of the Administrative Training Branch, Basic School, were relocated from Room 132, Building [ ] to use Room 136, [ ] as its primary classroom. Reassignment of Room 132 is indefinite at present.

4. Room 147, Building [ ] has been converted from an unclassified storage area to a repository for course materials of the Operations School. This room will also be used by the Area Records Officer for storage of classified materials in his custody.

**SECRET**

D. Reports Prepared by the Registrar's Office

The following were prepared by the Registrar's office this week:

1. For DTR: Total DDP students, by Division, in full time and part-time training on 7 February 1955, excluding Language training.
2. For IETS: A list of CIA personnel, according to office, who have attended the School of Advanced International Studies during 1953 and 1954.
- 25X1 3. For FRS - [ ] A list of training received and evaluations on fifteen potential candidates for an overseas project.

E. Action on Report of Audit of [ ]

25X1

25X1 In accordance with a recommendation in the report of audit of  
25X1 [ ] Standard Forms 147 and 148, Audit - Invoice - Voucher, were accepted for use by [ ] as replacements for Standard Form 44. Use of Standard Form 44 will be discontinued immediately. A quantity of the new forms will be forwarded to [ ] on 10 February 1955.

25X1

F. Training

[ ] completed the National Intelligence Orientation last week.

25X1

G. Overseas Questionnaires

The Office of Personnel has informed the PO/OTR that only two (2) Overseas Returnee Questionnaires have been returned. In addition, that Office has reaffirmed previous agreements to route the Questionnaires to OTR as they are received. ✓

H. Trip to [ ]

25X1 [ ] CMO/TR, will be at [ ] on Thursday and  
25X1 Friday to explain policy and procedures regarding the Career Staff and other related matters.

25X1

I. Security Approval of External Training Requests

The AO/TR, SO/TR, and [ ] met with [ ] Security Office, to discuss respective responsibilities of the Security Office and OTR. in processing External Training Requests. The Security Office recognizes the transfer of complete responsibility for cover and cover briefings to the Cover Division, DDP.

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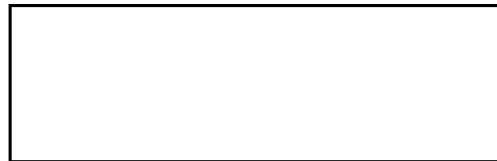
In the future, the Security Office will concern itself with the security of individuals and training facilities only. OTR will:

1. Determine, in conjunction with the office concerned, the need for cover.
2. Request the Cover Division to provide necessary cover.
3. Give the administrative and security briefing.

The briefing of students on the details of cover is the responsibility of the Cover Division. By agreement with the Cover Division, this briefing will at times be given by OTR.

J.

Weekly report of the utilization of  is attached.



Attachment:  Report

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